

Department of Environmental Services City Hall Room 300B, 30 Church Street Rochester, New York 14614-1290 www.cityofrochester.gov



## NUMBER 3.6

## FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: There Are PC's on the Shop Floor for Technicians to Use and All

Technicians have been Trained.

APPROVED:

Michael Quattrone, Fleet Manager

**PURPOSE:** Document that there are PC's in the shop floor for technicians to use and

all technicians have been trained

**PROCEDURE:** There are 23 computers in the shop floor. They are distributed to the

heavy, light, tire, machine and sign shops (This does not include the supervisor, production control center and parts room computers). Every

technician's first day at work comprises of a tour of the facility and training sessions to use the computers and the fleet management

software. The respective Assistant Service Manager (ASM) will walk the technicians through the procedures to login to the city computer and will also set up training videos for the technicians which can be found on the common network drive under G:\CVMF\FASTER SYSTEM\Faster Training.

These videos educate the technicians on the fleet system based procedures. The technicians will then have a Q & A session with the

ASM's for any clarifications.

PREPARED BY: Lakshmi Kasturi Rangan, Technology Applications Specialist

**DATE:** January 26, 2011

Phone: 585.428.6855 Fax: 585.428.6010 TTY: 585.428.6054 EEO/ADA Employer

